color

Color Training

Thank you for using the Color platform.

To follow is a list of training materials to help you train your staff and volunteers. Depending on the different roles assigned, you may direct them to the appropriate training resources.

The Color [Knowledge Base](#) includes video tutorials and instructions on each of their tools, including those for COVID-19 and other vaccines:

All users:

- [How to Create a Color Account](#)
- [How to Log In](#)
- [How to Setup Multi-Factor Authentication](#)
- [Overview of the Onsite Tool](#)

Site manager: Site managers can add and remove staff.

- [The first time you log-in as a Site Manager, you will need to add Roles for yourself under Staff Management](#)
- [How to Create a New Site](#)
  - [Recording](#)
- [Getting Started with Color Dashboards](#)
  - [Vaccine Overview Dashboard](#)
  - [Vaccine PHI Dashboard](#)
  - [Vaccine Appointments Dashboard](#)
  - [How to use Access Management tool to add and remove staff to dashboards](#)

Site scheduler: Site schedulers can create and modify site schedules and appointments.

- [How to Create Scheduling Calendars](#)
- [Editing Calendars](#)
- [Cancel and Reschedule Appointments from Clinic](#)
- [Booking a 4th dose (booster for immunocompromised)](#)

Inventory manager: Inventory managers can add, remove, and manage vaccine lots.

- Inventory Management

Site staff: Site staff can check-in people scheduled for appointments, view site schedules, and view site statistics.

- Patient Check-in
- On-the-Spot Registration
- Overview of the Participant Experience
  - Registration with ability to select WHO vaccine as prior dose
  - Scheduling 2nd Dose Appointment
  - Registering for Booster/Additional Dose
  - Proof of Covid-19 Vaccination

Vaccination clinician: Vaccinating clinicians are able to vaccinate patients, enter vaccine details, and edit vaccination records, in addition to all permissions site staff have.

- How to Add or Remove Vaccines to Appointment
  - Recording
  - 4th dose (booster for immunocompromised)
- Administering Vaccinations
- How to Edit Vaccination Records

Scribe: Scribes can record the actions of a vaccinating clinician, enter vaccine details, and edit vaccination records, in addition to all permissions site staff have.

- Scribe Role